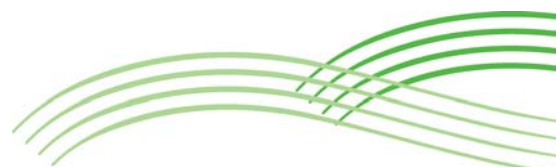


# Health & Safety Policy

## HSP 22

### Contractors

Version	Status	Date	Title of Reviewer	Purpose/Outcome
1.0	Draft	07.03.2016	David Maine	1 <sup>st</sup> Draft for consultation/review
1.1	Approved	10.01.2017	David Maine	1 <sup>st</sup> Issue



<b>Title:</b>	HSP22 – Contractors
<b>Author(s):</b>	David Maine
<b>Date:</b>	January 2017
<b>Review date:</b>	January 2017
<b>Application:</b>	This policy applies equally to all The White Horse Federation (TWHF) employees including agency or casual staff, and to all premises where TWHF is either the 'employer' or is in control of the premises.

<b>Definitions</b>	For the purpose of this policy, the following definitions apply;	
	CDM	Construction (Design & Management)
	Contractor	A Contractor is an employer or self-employed person who has been employed by TWHF to provide a construction, maintenance, repair or other service on TWHF premises.
	Principal Designer	In the case of any construction project where more than one contractor is involved, it is required that a Principal Designer, as defined under the "Construction (Design and Management) Regulations" 2015, is appointed by the Client. (TWHF)
	Principal Contractor	In the case of any construction project with more than one contractor it is required that a Principal Contractor is appointed by the client, as defined under the "Construction (Design and Management) Regulations" 2015
<b>Policy Aims</b>	<p>The purpose of this policy is to:</p> <ul style="list-style-type: none"> <li>• Promote practical measures to minimise the risk to the health, safety and welfare of staff, users, visitors and others who may be affected by the work activities of TWHF.</li> <li>• Establish guidelines on health and safety requirements for employing contractors and the operation of contracted works.</li> <li>• Comply with the requirements of the Health and Safety at Work, Etc. Act 1974 and associated legislation.</li> </ul>	
<b>Policy</b>	<p>Contractors are routinely employed to undertake a wide range of construction and other work activities on TWHF premises. This policy does not apply solely to building works, but to all works undertaken by contractors working at or for TWHF . All work undertaken on TWHF premises that affects the construction or fabric of a building or other permanent structure, or which adds, modifies or removes any services in a building or which involves any disturbance to the ground <b>must</b> be managed and controlled by TWHF Estates Team.</p> <p>No contractor should be allowed to work on TWHF premises without knowledge of their competency to carry out the work and having carried out a risk assessment. A safe system of work and/or method statement must be established and documented where necessary.</p> <p>The following steps must be followed in the management of contractors and to ensure safe working at TWHF:-</p> <ol style="list-style-type: none"> <li>I. Selection of contractors to include: <ul style="list-style-type: none"> <li>• Provision of relevant site H&amp;S hazards by the Client to all Designers, Principal Designer and any Contractor</li> <li>• Selection of other duty holders.</li> </ul> </li> </ol>	

	<p>2. Planning the Work (construction phase plan)</p> <p>3. Control on Site</p> <p>4. Monitor</p> <p>5. Reviewing of the Work</p>
<b>Risk</b>	Exposure to construction or contractor activity related hazards.
<b>Responsibility</b>	This responsibility is discharged primarily at the line management/operational level.
<b>Roles &amp; Responsibilities</b>	
1.	<p>Roles and responsibilities are defined in HSP2 Organisation.</p> <p>Any specific actions are detailed in the arrangements section below.</p>
<b>Arrangements</b>	
1.	<p><b>Selection of Contractors</b></p> <p>TWHF shall ensure that where a Principal Contractor and Principal Designer are appointed, that they are competent to undertake these roles, recognising their own limitations and seeking specialist advice where necessary</p> <p>Contractors invited to work at TWHF must be made fully aware of the standards of health and safety which TWHF expects. Only competent contractors with relevant experience and professional qualifications must be employed.</p> <p>As the client, TWHF shall assess a contractor's ability to:</p> <ul style="list-style-type: none"> <li>• Demonstrate competence in the management of health and safety matters;</li> <li>• Provide information on policies and procedures for the management of health and safety during a project;</li> <li>• Provide a copy of their written health and safety policy (where applicable);</li> <li>• Show how they will ensure health and safety if they employ subcontractors;</li> <li>• Provide information on their past performances, e.g. accident/dangerous occurrences statistics, enforcement action by the Health and Safety Executive.</li> <li>• Provide a copy of their current public liability insurance certificate.</li> </ul> <p><b>Note:</b> As a Client (defined within CDM Regulation 2015), if a construction contractor who is accredited with the Safety Scheme in Procurement (SSIP), TWHF can accept the initial competence of the contractor has been undertaken for stage 1 criteria as defined within CDM 2015 Regulations.</p>
2.	<p><b>Planning the Work</b></p> <ul style="list-style-type: none"> <li>• The provision of all relevant pre construction information in relation to Health and safety of all persons involved in construction works.</li> <li>• Provision of suitable and sufficient welfare facilities.</li> <li>• Review any construction phase plan as prepared by a contractor for all construction work.</li> <li>• Consultation between TWHF Premises Manager/Project Manager, other relevant Duty and Stake holders and the Contractor.</li> </ul>

	<ul style="list-style-type: none"> <li>• The need for any statutory assessments under the Management of Health and Safety at Work Regulations, e.g. COSHH, Manual Handling, LOLER, Noise, etc.</li> <li>• The need for hazard identification and risk assessments.</li> <li>• The environmental impact of the work.</li> <li>• The timing and segregation of multiple contractors so that the activities of one does not create risks for the other.</li> <li>• The demarcation of the work area.</li> <li>• The need for any permit to work.</li> </ul> <p>The Estates Team must satisfy itself that it holds suitable and sufficient information regarding the competency and health and safety performance of any contractor it may employ.</p>
3.	<p><b>Control on Site</b></p> <p>TWHF Premises Manager/Principal Designer (when two or more contractors employed) will be responsible for liaising with the contractor and ensuring appropriate standards of health and safety with regard to the contracted work.</p> <ul style="list-style-type: none"> <li>• Site access arrangements must be agreed with the relevant TWHF Premises Manager/Principal Designer prior to work commencing.</li> <li>• Contractors should obtain valid security clearances once they have arrived on site. They should be asked to sign a contractor's register and issued a pass on arrival to site. Contractors should not be allowed on site unless they fulfil all requirements of training and instruction, i.e., site inductions &amp; DBS clearance where required.</li> <li>• Contractors <u>must</u> report to TWHF Premises Manager/Principal designer before commencing any work.</li> <li>• At the start of the work TWHF Premises Manager/ Principal designer must inform the contractor of TWHF's Emergency Procedures, including fire evacuation and the reporting of accidents and incident, with which the contractor has to comply.</li> <li>• Any Department directly affected by the contract work should be involved at the planning stage and must be notified before any work commences.</li> <li>• Contractors must be informed by TWHF Premises Manager/ Principal designer of any TWHF activity or process that might affect the contracted work or contractor's employees.</li> <li>• Where a site or part thereof is wholly handed over to the Contractor, the site must be secured to prevent access by unauthorised persons and appropriate notices posted.</li> <li>• TWHF Premises Manager/ Principal designer should specify the extent to which barriers, fencing, or any other method of segregation or demarcation is required that enhances the safety and convenience of staff, users and visitors and minimises the potential of sporadic or accidental "trespass" on to the contractor's site by unauthorised personnel. This work is classed as Temporary works and should be formally designed, managed and controlled by the contractor</li> <li>• If a contractor has been allocated a designated area, this must be cordoned off and appropriate notices displayed to prevent unauthorised access.</li> <li>• All work must be carried out so as to cause the minimum of disruption or interference to TWHF's normal work activities or to its staff and users.</li> <li>• Whilst on site, the contractor must ensure that the general behaviour and demeanour of his workers is such as not to cause offence or disturbance to any member of TWHF. The contractor is expected to take appropriate action against any member of his team - including sub-contractors - where such practices are observed.</li> </ul>

	<ul style="list-style-type: none"> <li>• Contractor’s employees must comply with TWHF’s fire precautions and emergency procedures including keeping fire exits clear and providing adequate fire extinguishers for use in relation to the contractor’s activities.</li> <li>• Smoking is not permitted on any TWHF site.</li> <li>• Where applicable, all site traffic signs are to be strictly observed by contractors including the speed limit, pedestrian crossing points and restricted parking areas.</li> <li>• No TWHF machinery, equipment, materials, substances, services, etc. are to be used by the contractor unless prior approval has been given by TWHF Premises Manager/Project Manager.</li> <li>• Contractors must provide their own tools, plant and equipment. A valid PAT certificate must be available for each portable electrical appliance brought on site. All electrical tools and equipment must be either 110 volt or battery powered.</li> <li>• Any flammable liquids and gases must be stored and used in accordance with statutory requirements.</li> <li>• No excavation or digging may take place until the location of any underground services is ascertained. A Permit to Work may be required to undertake these activities. All excavations and open ducts must be properly guarded by the use of suitable barriers.</li> <li>• Where there is a risk of injury to health from dust, fumes, vapours, etc. as a result of a contractor’s activities, the contractor must take all necessary steps to ensure that exposure of all persons to these substances is kept to a minimum and to comply with the COSHH Regulations.</li> <li>• It is the responsibility of contractors to remove all controlled waste from site that is produced in the course of work. Prior to work on site, documentation must be provided by the contractor which details the type of waste which will be produced and how they are planning to dispose of the waste. On completion of the work, documentary evidence must be provided to show the disposal of any controlled waste.</li> <li>• Contractors must agree in advance with the TWHF Premises Manager/Project Manager the procedures for dealing with all other waste. If on-site disposal is required (e.g. a skip), then TWHF procedure must be followed.</li> <li>• Contractors are responsible for providing their own personal protective equipment appropriate to the work and associated risks to be undertaken. Contractors must wear recommended Personal Protective Equipment (PPE) for the work area, defined in the Risk Assessment/ Method Statement for the specific work task.</li> <li>• Contractors must use the most effective noise reduction measures available, and plant likely to cause a disturbance must only be used at times agreed by TWHF Premises Manager/ Principal designer.</li> <li>• Contractors must ensure that their use of energy and resources is controlled to ensure minimal waste – e.g. water leaks must be repaired urgently and lights should be turned off when not in use.</li> <li>• A Permit to Work may be required for specified types of hazardous operations or activities such as live electrical work, hot works, work at height, excavations, pressurised systems, confined spaces, etc. Permits must be obtained <u>before</u> commencing the work.</li> </ul>
4.	<p><b>Monitor &amp; Review of the Work</b></p> <p>TWHF Premises Manager/ Principal designer (where appropriate) will:-</p> <ul style="list-style-type: none"> <li>• Liaise with the contractor during the works and if defects are identified, ensure effective action is taken to correct them;</li> <li>• Review the contractor’s overall performance in relation to the contract, including health and safety performance.</li> <li>• Keep appropriate records.</li> </ul>

5.	<p><b>Permit to Work (PTW)</b></p> <p>A PTW shall be used whenever it is intended to carry out any work which may adversely affect the safety of staff or pupils, visitors or contractors. Particular examples might be: working at height; electrical work; work in confined spaces; work that might disturb asbestos containing materials (ACMs); or hot works.</p> <p>A PTW shall be issued by Premises Manager who shall have suitable knowledge, experience and the authority to take action (e.g. refuse to issue, withdraw, or close a PTW) as necessary. Before issuing the permit, the issuer is to be satisfied that suitable risk assessments and safe systems of work etc. have been developed and all necessary precautions have been taken and that any work activities that may interact are identified and de-conflicted. The PTW shall only be valid when signed by the issuer giving their authority to proceed and must be signed off when the activity has been completed or work ceased.</p> <p>The contractor or staff member performing the task must be qualified and competent, must follow the actions highlighted in the risk assessment, safe system of work, permit to work checklist, and must follow the instructions of the issuer. EG stop work if instructed.</p> <p>The person to whom the PTW is issued must either carry out the work or be present at all times. Work must stop if the PTW holder cannot be present for any reason.</p> <p>Records of PTW's must be retained on site following the completion of the work.</p>
6.	<p><b>Limitations of this Policy</b></p> <p>The policy cannot anticipate all eventualities; therefore professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk. This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.</p>
7.	<p><b>Appendices</b></p> <ol style="list-style-type: none"> <li>1. HSF22.1 Contractors Signing in Log</li> <li>2. HSF22.2 Control of Contractors Risk Assessment Template</li> <li>3. HSF22.3 Permit to Work Checklist</li> <li>4. HSF22.4 Permit to Work</li> <li>5. HSF22.5 Contractors Emergency Action Plan</li> </ol> <p>CDM 2015 Regulations – Definition of Construction Works, Principal Designer &amp; Principal Contractor</p>